



City of Gautier

Office of Human Resources
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.2539 / (F) 228.497.9984
Email: vbarnett@gautier-ms.gov
Website: www.gautier-ms.gov



EMPLOYMENT APPLICATION PROCESS

Firefighter (Part-Time)

All Certified Firefighters interested in part-time employment with the City of Gautier must have a current application on file with the Office of Human Resources and it shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and required documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-2539
Fax: (228) 497-9984
Email: vbarnett@gautier-ms.gov

Applicants **MUST** meet the following Qualifications:

- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment as a firefighter must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

Required documents **MUST** be submitted with application:

CERTIFIED APPLICANTS: Applicant **MUST** submit proof of HS diploma or GED and certification/training documents to personnel file or must be submitted with the application packet for eligibility determination.

DEADLINE FOR APPLICATIONS AND DOCUMENTS:

OPEN UNTIL FILLED

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



Post Date: February 6, 2013
Removal Date: Open Until Filled

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Firefighters (Part-Time)

DEPARTMENT: Fire Department

SHIFT: As Needed

PAY RATE: \$10.00 per hour

DUTIES: This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and **MUST** be insurable by the City's insurance company.

REQUIRED DOCUMENTS: Applicant **MUST** provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent.

MINIMUM SPECIAL REQUIREMENTS

1. Must be 21 years of age.
2. Must provide proof of completion of minimum standards course Firefighters 1001-I-II

(Job description with minimum requirements attached.)

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

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FIREFIGHTER

(Part-Time)

Pay Rate: \$10.00 per hour

NATURE OF WORK

This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

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ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Work involves knowledge, skills, and abilities in the following areas:

Rules and Regulations	Fire Department Apparatus
Hose Lays	Fire Chemistry
Ladder Raises	Fire Service Hydraulics
Rescue & Protective Breathing	First Aid
Ventilation	Salvage & Overhaul
Forcible Entry	Portable Fire Extinguisher
Rope Slides, Knot Tying	Fire Prevention
Physical Training	Basic Tools & Their Use

Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguisher, bars, hooks, lines and other equipment.

Participates in fire drills; and studies assigned materials relating to firefighting, fire prevention, and EMS.

Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors.

Removes persons from danger; administers first aid to injured persons; performs salvage operations such as sweeping water, and removing debris.

Inspects buildings and premises for familiarization; checks for fire hazards.

May drive and operate motor driven equipment under special instructions and limited conditions on relief basis.

Performs other duties as determined by Fire Chief or supervisor.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of English, spelling, and math.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

Ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.

Ability to read and write.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relations with co-workers and the public.

Ability and physical strength to do prolonged and arduous work.

Ability to climb ladders and work at considerable heights.

Ability to bend and crawl in cramped area.

Ability to lift, carry, push or pull heavy loads.

Ability to react to change productively and to handle other tasks as assigned.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent.

MINIMUM SPECIAL REQUIREMENTS-FIRE FIGHTER

1. Must be 21 years of age.
2. Must be Firefighter 1001 qualified.
3. Applicant(s) with Firefighter 1001 and 1002 will be given preference.

PART-TIME FIREFIGHTER PROGRAM

QUALIFICATIONS

Part-time firefighters must have a current Mississippi Firefighter I qualification. Firefighters requesting part-time employment with the City of Gautier who also have Mississippi Firefighter II qualification will be given preference.

Part-time firefighters must have a current Mississippi or other state driver's license.

Part-time firefighters must fill out an application for part-time employment and provide a copy of their Mississippi State Certification as a Firefighter I prior to employment.

HOURS OF WORK

Part-time firefighters will be scheduled on an as-needed basis, but shall work no more than 120 hours in a 30 day period of time. The Administrative Assistant shall keep a personal record of all hours worked by part-time employees and shall notify the shift supervisors when part-time employees are within 24 hours of meeting the 120 hour maximum hours for the 30 day period of time.

Part-time firefighters will only be utilized to supplement the number of on-duty firefighters to a total of seven (7). Employment of part-time firefighters for the purpose of allowing for vacation, training or other such activities shall be prohibited except with the approval of the office of the chief.

BENEFITS

Part-time firefighters will be covered by Workers' Compensation while in the employment of the City of Gautier.

Part-time firefighters who are in the PERS program with their primary employer or other employer will be required to make the employee contribution to the program and the City shall be required to make the normal contribution required by the employer.

Part-time firefighters shall not accrue or utilize sick leave, vacation, K-days, training or other such special amenities or be entitled to same.

Part-time firefighters are not covered by Civil Service Rules and Regulations and therefore serve "at will".

TAXES

Part-time firefighters are not contract workers or independent contractors and therefore wages earned will be subject to all taxes and other deductions as paid by full-time employees.

UNIFORMS AND PPE'S

Station uniforms for part-time firefighters shall consist of the following:

1. Dark blue t-shirt as provided by the City of Gautier. (2 t-shirts shall be issued)

2. Dark blue PDU style pants (as approved by the Office of the Chief).
3. Black footwear (boots or oxford type supplied by the part-time firefighter and approved by the office of the chief).
4. Dark blue jacket for cold weather (provided by the part-time firefighter and as approved by the Office of the Chief.)

NOTE: Uniform components shall be at the discretion of the Office of the Chief and are subject to change as necessary.

Personal Protective Equipment (PPE's):

Part-time firefighters shall provide their own NFPA approved Personal Protective Equipment that is in serviceable condition, not in need of repair and approved by the Office of the Chief. The personal protective equipment shall consist of:

1. One Nomex or other approved hood.
2. One bunker coat
3. One bunker pants
4. One pair of suspenders
5. One helmet
6. One pair of firefighting gloves
7. One pair of fire boots (rubber or leather)

NOTE: The Office of the Chief reserves the right to substitute part-time employee provided personal protective equipment components with City of Gautier personal protective equipment when supplies are available.

All uniform components shall be clean, free of wrinkles and where necessary shined, at the start of each shift.

SCHEDULING OF PART-TIME FIREFIGHTERS

Part-time firefighters shall be used to supplement the number of on-duty firefighters to not more than 7 on any shift.

The Office of the Chief shall develop and provide to the three (3) shift supervisors a list of all qualified part-time firefighters. This list shall consist of the names of the part-time firefighter, contact number and shifts available to work.

When the on-duty shift supervisor develops information that a firefighter position for any given shift will require the need to replace the firefighter due to sickness, funeral, or other such activity, steps shall be taken to place a part-time firefighter in the needed position.

All part-time firefighters must be contacted by the shift supervisor prior to assigning a City of Gautier firefighter to the position on overtime. Efforts made by the shift supervisor to contact the part-time firefighters shall be documented in the narrative portion of the Station Log at Central Station.

If contact is made with a part-time firefighter and they accept the assignment, but will be delayed on arriving due to being still on duty at another department, or distance of travel or a previous commitment such as a doctor's appointment, and no other part-time firefighter is available, the on-duty shift supervisor shall detain

one City of Gautier firefighter on overtime until the part-time firefighter arrives for duty. A notation into Central Station Daily Activity Log shall be made by the shift supervisor stating the need to provide a Gautier firefighter on a limited basis and the reason why.

Part-time firefighters shall not be utilized to allow vacation, training, K-days, or any other such activity without prior approval from the Office of the Chief. Part-time firefighters shall be used for increasing on-duty staffing levels to seven (7).

DUTIES OF PART-TIME FIREFIGHTERS

Part-time firefighters shall become familiar with all Rules and Regulations, Policy and Procedures and Standard Operating Guidelines adopted by the City of Gautier Fire Department. Shift supervisors shall provide guidance when necessary. Such guidance could be, but not limited to, needed interpretation of stated rules, regulations, policy and procedures, and SOG's. Part-time firefighters who willfully violated stated rules, regulations, policy and procedures, and SOG's shall be reported to the Office of the Chief in written form stating the violation.

NOTE: The exception to the statement above is the modification of the station uniform. As this program progresses, we can expect changes for station uniform compliance.

Part-time firefighters are subject to all duties assigned to City of Gautier firefighters and are expected to be participate in training, building inspections as needed, hydrant inspections as needed, all station tasks and any task determined to be necessary by the Office of the Chief.

All part-time firefighters shall obey all legal directives given to them by superior officers whether they are in the fire house, on an incident scene or in the public domain.

Part-time firefighters shall not be utilized as primary drivers/operators unless under extreme emergency situations.

Shift supervisors shall insure part-time firefighters are familiar with and are qualified with the use of the MSA respiratory system used by the Gautier Fire Department.

Part-time firefighters are responsible for familiarizing themselves with the location of and use of all tools and equipment utilized by the Gautier Fire Department. Shift supervisor are responsible for insuring compliance.

Part-time firefighters are responsible for providing a current contact number that they can be contacted at for possible employment. If the numbers change, contact with the Administrative Assistant is mandatory.

PERFORMANCE EVALUATION

Every 60 days, shift supervisors shall review the work ethics, duty performance and dependability of part-time firefighters that have been assigned to their shifts. This evaluation shall be in the form of a letter listing the part-time firefighters who have worked on their shifts and shall also list the evaluation as "excellent, satisfactory, or unsatisfactory". All unsatisfactory rating shall include an explanation of why the rating was given.

Part-time firefighters who are rated "unsatisfactory" shall be eliminated from the program by the authority of the Fire Chief and City Manager.

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES Date available for work:			
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

EDUCATION If *you have a GED, please note last year of high school completed and date GED acquired.* You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title	Supervisor				
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title	Supervisor				
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title	Supervisor				
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title	Supervisor				
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title	Supervisor				
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____

Date: _____

Screening Schedule Received _____

Application Received _____ Date/Time _____



City of Gautier
Office of Human Resources
3330 Highway 90 • Gautier, MS 39553
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VERIFICATION OF PREVIOUS OR CURRENT FIREFIGHTER WORK EXPERIENCE

DATE: _____

POSITION
APPLIED FOR: _____

TO: _____

FROM: _____
(Applicant Name)

COMPANY: _____

PREVIOUS NAME:
(If applicable) _____

ADDRESS: _____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature

Social Security Number

Date(s) of employment

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-9984

Date of Employment: _____

Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: _____ Title: _____

Signature: _____ Date Completed: _____